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8 September 1967

MEMORANDUM FOR: Comptroller, OSA  
SUBJECT : Additional Maintenance Officer for  
Detachment "H"

1. The increase in equipment, systems and personnel over the past four years at Detachment "H" requires the assignment of an additional aircraft maintenance officer to act in the capacity of Chief of Maintenance AFSC 4316. An Air Force Officer in the grade of Major is recommended for this position. The Chief of Maintenance will be established as a staff function under the direct cognizance of the Director for Materiel.
2. The Chief of Maintenance will manage the maintenance organization through constant planning, controlling, executing and producing. He and his staff must provide the direction and guidance essential for all subordinate maintenance activities to implement and comply with all local and higher authority maintenance policies and technical instructions. He must annually estimate and program facilities, equipment, manpower and training requirements. To do this, he must review the available information on forecasting workloads and mission assignment and then project the workload.
3. He must coordinate at all times with the numerous contracted personnel to assure harmonious relationship and timely execution of tasks to perform the assigned missions.

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4. The accomplishment of the above has become more than one officer can properly manage or cope with. Therefore, the assignment of an additional maintenance officer is urgently required.

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[Redacted]  
Deputy for Materiel, OSA

APPROVED:

Director of Special Activities

25X1A  
MD/M/OSA [Redacted] cc (8 Sept. 67)

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